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## FAQ's

### What is the processing time?

*The FBI processes requests as quickly as possible; however, please allow several weeks for processing. Current processing time can be obtained by calling (304) 625-5590.*

### Can the FBI send the results to someone (or agency) other than myself?

*Under the U.S. Department of Justice Order 556-73, the results must be returned to the requestor or his/her designated legal representative. A notarized authorization to release the results to the representative must accompany such a request.*

### Where can I get my fingerprints taken?

*Local, county, or state law enforcement agencies may take your fingerprints for a fee. Also, some printing services offer this service (check the yellow pages in your telephone book).*

### Why was I advised there was a problem with my criminal history, but I received my fingerprint card stamped "No Arrest Record?"

*There are several instances in which this might occur, such as:*

- 1. A previous search was conducted by a name and descriptive search only, and the descriptive data you provided matched or was very similar to that contained in another individual's*

*record. Positive identifications are made by fingerprint comparison.*

- 2. The arresting agency may not have supplied the information to the FBI. You will need to contact the state in which the arrest occurred.*
- 3. Removal of arrest information may have been authorized since you were advised of the record problem.*

For additional information concerning your record request and the challenge process, please contact our Customer Service Group at (304) 625-5590 or refer to:

[www.fbi.gov/hq/cjisd/fprequest.htm](http://www.fbi.gov/hq/cjisd/fprequest.htm)

## Additional Concerns . . .

### Firearm Background Checks

The Correspondence Group cannot access National Instant Criminal Background Check System (NICS) information, nor comment on firearm related issues. The NICS Customer Service can be reached at (877) 444-6427, for firearm issues only.

### Licensing and Employment Background Checks

Certain background checks for licensing and employment must be conducted through specific state and federal channeling agencies. Contact the requiring agency for correct procedures.

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U.S. Department of Justice  
**Federal Bureau of Investigation**  
Criminal Justice Information Services Division

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**How to  
Obtain and Challenge  
Your  
FBI Identification  
Record**

## What is an FBI Identification Record?

An FBI identification record, often referred to as a “rap sheet,” is a listing of information taken from fingerprint submissions retained by the FBI in connection with arrests and, in some instances, includes information taken from fingerprints submitted in connection with federal employment, naturalization, or military service. The identification record includes the name of the agency or institution that submitted the fingerprints to the FBI. For criminal offenses, the identification record includes the date of arrest or the date the individual was received by the agency submitting the fingerprints, the arrest charge(s), and the disposition of the arrest if known to the FBI. The FBI’s Criminal Justice Information Services (CJIS) Division is not the source of the arrest data reflected on an identification record. All arrest information included in an identification record is obtained from fingerprint submissions, disposition reports, and other reports submitted voluntarily by agencies having criminal justice responsibilities.

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**Due to the Privacy Act of 1974, the FBI cannot provide criminal history information over the telephone.**

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## How do I Obtain a Copy for Personal Review?

You may obtain a copy of your FBI identification record by sending a request to:

FBI  
CJIS Division  
Attention: Record Request  
1000 Custer Hollow Road  
Clarksburg, WV 26306

You are required to provide the following:

1. Your written request.
2. A fee of \$18 in the form of a certified check or money order made payable to the U.S. Treasury, or for credit card payment see [www.fbi.gov/hq/cjisd/fprequest.htm](http://www.fbi.gov/hq/cjisd/fprequest.htm)
3. A current, original ten print fingerprint submission taken by a local law enforcement agency and bearing your name, date of birth, and place of birth.

## What will I Receive?

In accordance with regulations established by the U.S. Department of Justice, the FBI’s CJIS Division is empowered to furnish an individual with a copy of any record in our Criminal File pertaining to him/her or to advise that no such record exists. In instances when a criminal history record exists in our Criminal File, the FBI identification record itself serves as our official reply. When no record is found, a dated “No Arrest Record” stamp on the back of the fingerprint card, which the individual submitted for a search of our Criminal File, serves as our official reply.

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## How do I Challenge my Record?

If after reviewing your record, you believe it is inaccurate or incomplete, you may challenge the record by contacting the agency (or agencies) that originally submitted the information or by sending your challenge to the FBI, CJIS Division, Attention: Correspondence Group, at the address at left, who will contact appropriate agencies in an attempt to verify or correct the challenged entry for you. Upon receipt of official communication from the agency with jurisdiction over the data, the FBI will make appropriate changes, if necessary, and notify you of the outcome. Updating your FBI criminal history record can include having final disposition data entered, cases expunged, pardoned, conviction level changed, or rights restored. When challenging, you should submit any supporting documentation you have in your possession that indicates the final outcome of the arrest(s).

Your FBI identification record may not reflect all instances in which you were arrested and fingerprinted. The FBI maintains criminal history records voluntarily submitted by local, state, federal, and certain international agencies. You may need to contact the arresting agency or the state repository for criminal history record information for the state in which the arrest(s) occurred. A state repository is responsible for maintaining and updating state criminal history records that are reported to the FBI.